



CITY•OF•BOUNTIFUL

NOTICE OF JOB OPENING CITY TREASURER

Posting Date: January 17, 2014
Department: Treasury
Reports to: Assistant City Manager
Salary Range: Grade 20 (Salary Range \$27.39 - \$41.98 per hour)
Position Type: Full-Time
How to Apply: Applications available at bountifulutah.gov
Send to: Human Resources, 790 South 100 East,
Bountiful, Utah 84010 Email: jobs@bountifulutah.gov
Posting Deadline: 6:00 P.M., February 6, 2014

Overview:

Under the direction of the Assistant City Manager, is responsible for the collection and investment of revenues; and the utility billing operations for the City of Bountiful.

Tasks:

Performs the tasks of a City Treasurer as required by law and policy. Maintains balances for all City funds including bank and investment accounts, records cash receipts and disbursements; invests funds through the Utah Public Treasurers' Investment Fund or other authorized depository; reconciles bank statements; prepares, and presents reports to City Departments, City officials and the State Money Management Council.

Develops annual budget request for the Treasury and Utility Billing needs in order to meet the City's immediate and strategic goals and objectives; monitors budget expenditures.

Develops policies and procedures to facilitate utility billing and other revenue generating processes; Reviews policies and procedures for handling revenues; reviews source documentation to ensure compliance with established cash collection procedures.

Supervises utility billing staff. Coordinates training for all software, hardware, telephone and similar applications as needed. Resolves customer concerns and assists with cash collection issues. Monitors electronic transactions, bank drafts, budget billings, web page maintenance, e-bills, and e-payment.

Knowledge, Skills and Other Characteristics:

Knowledge and proficiency in:

- Analyzing City, State and Federal laws, regulations, and guidelines for Municipal fiscal procedures including; cash management, investments; utility, credit, and customer service related matters.
- Developing, monitoring and controlling budgets.
- Managing and training employees.
- Establishing and maintaining effective working relationships with others including management, elected officials, department representatives, external government, business and financial industry representatives, citizens and customers.
- Operating hardware and software used for accounting, treasury, customer service and utility billing.

Qualifications:

Required:

- Bachelor's degree in Business, Accounting, Finance, or closely related field of study.
- Experience equivalent to three (3) or more years full-time supervisory/managerial level financial/accounting work.
- A combination of relevant experience and/or training may be considered in lieu of education.
- Excellent oral and written communication skills.
- Must be bondable.
- A valid Utah driver's license.